USAID COMPUTER SYSTEM ACCESS & TERMINATION REQUEST

User Name _____ User-ID _____
Job Title _____
Direct Hire __ Contract Employee __ Visitor __ US Citizen __ Foreign National __
Office Symbol _____ Office Location _____

ACTION TYPE: Add __ Change __ Terminate __ System Number _____

ACCESS TYPE: On-line __ Dial-in (E-mail only) __

PLATFORM:
IBM Mainframe __ Development __ Maintenance __ Production __
LAN __ Server ID _____ Location _____
WANG VS __ VS ID _____ Location _____
OTHER _____ Location _____

MAINFRAME LOGON PROCEDURE: LOTUSM __ LIBRCTL __ FACS __

SOFTWARE AUTHORIZED TO ACCESS:
IDMS
INQUIRE __ DB Name _____ Read ____ Update __ Special:
Record __ Field __ Command __
  CICS __ P __ A __ S __ T __ Keys _____
      AETA __ Other __   Keys _____
Wang Word Processing __ Wordperfect __ Oracle __
Wang Word Processing+ __ E-Mail __ LOTUS 1-2-3 __
Data Processing __ Other _____

AUTHORIZATIONS:

_____
Supervisor/Management Official   Office/Mission Symbol   Date

_____
System Manager/IT Specialist   Office/Mission Symbol   Date

_____
Site ISSO   Office/Mission Symbol   Date

See the following page for completion directions.

Complete the USAID Computer Access & Termination Request with the following information:

User Name: First and last name of individual being granted system access

User-ID: Three character string that identifies the user to the system (provided by the system manager)

Job Title: Job description (e.g., secretary, Economics Officer, program analyst, etc.)

Direct Hire
Contract Employee
Visitor   Indicate applicable information
US Citizen
Foreign National

Office Symbol: Office Designation (e.g., M/IRM, USOED/DAC, SEC, etc.)
Office Location: State Annex facility number or mission name

ACTION TYPE: Indicate if the user's access is to be added, changed, terminated from the system, and which system will be effected by the action (provided by the system manager)

ACCESS TYPE: Indicate the mode of system access the user is authorized

PLATFORM: Indicate the minimum number of systems necessary for the user to perform his/her job (System ID and location shall be provided by the system manager)

MAINFRAME LOGON PROCEDURE: The system manager shall identify the access procedure the user will require for system identification and authentication

SOFTWARE AUTHORIZED TO ACCESS: Indicate the minimum number of applications the user will need to perform his/her job

AUTHORIZATIONS: Signatures required by designated individuals